



## POSITION DESCRIPTION

### FACILITIES MAINTENANCE WORKER

#### POSITION DETAILS

Position No.	000114	Department	Works
Employment Status	Full-time	Location	Municipal Depot
Unit	Building Maintenance	Classification	Operational Employee Level 3

#### POSITION OBJECTIVE

This position supports Council's Building Maintenance Unit in meeting its objectives;

- To ensure that Council owned buildings are routinely inspected, repaired and maintained to satisfy the requirements of the Building Code Australia.
- To ensure that community halls and public amenities are cleansed, serviced and effectively maintained to support operational demands.

#### SPECIAL CONDITIONS

- This position will require the incumbent to be undertake relief On Call duties. The On Call team is responsible for providing timely, courteous, effective and efficient after-hours response to emergency or urgent situations and infrastructure failures that are the responsibility of Council.
- Relief On Call Officers are paid allowances in accordance with the provisions of the Enterprise Agreement.

#### KEY FUNCTIONS AND RESPONSIBILITIES

1. Undertake routine and reactive building maintenance activities, in accordance with Council's operating procedures, and under general guidance from the Building Maintenance Supervisor or delegated representative.
2. Attend to defect reports and logged service requests to support operational demands and to maintain functional facilities and services.
3. Undertake building compliance inspections to identify defects and record general condition of Council owned buildings and facilities including: community halls, public amenities, commercial buildings, staff facilities, sports clubs, pavilions, building services and waste management systems.

4. Assist the Building Maintenance Supervisor with the planning and scheduling of works.
5. Procure Goods and Services in accordance with Council's policies and practices.
6. Organise own work schedules and demonstrate discretion to prioritise work tasks within established practices.
7. Complete plant pre-start checks and undertake routine maintenance of assigned plant and equipment. Report all faults to the Supervisor.
8. Other duties as directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

**Authority and accountability:** Employees at this level demonstrate strong technical skills and are responsible for the completion of specialised and regularly occurring tasks with general guidance on a daily basis. Employees may be required to organise their own schedule of work.

**Judgment and problem solving:** Personal judgment is required to follow predetermined procedures where a choice between more than two options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.

**Work Health and Safety:** To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

#### **ORGANISATIONAL RELATIONSHIPS**

1. **Internal** - This role is based at the Works Depot, working predominantly with colleagues from the Building Maintenance Unit and Depot staff.
2. **External** - This role will liaise with Council employees, trade contractors and service providers, representatives of community associations and members of the public.
3. **Direct Reports** - This role will report directly to the Building Maintenance Supervisor.
4. **Indirect Reports** - delegated representative of the Building Maintenance Supervisor.

## **SKILLS AND EXPERIENCE**

### **Essential**

- Practical experience in building maintenance and construction practices.
- The ability to competently operate in a safe manner a range of tools, plant and machinery relevant to role.
- Demonstrated ability to adhere to safety procedures in a high-risk work environment.
- The ability to communicate effectively with other employees, contractors and members of the public and in the resolution of minor matters.
- Basic computer literacy with the ability to use MS Office.
- The ability to work effectively in the team and independently as required.
- The ability to solve day-to-day maintenance problems using a range of approaches and techniques.

### **Licences and Accreditations**

- White Card – General Induction for Construction
- Driver's licence
- Work Safely at Heights licence, or the ability to acquire this accreditation.
- Elevated Work Platform licence, or the ability to acquire this licence.

### **Desirable**

- A relevant vocational qualification e.g., building and construction
- Basic First Aid, or the ability to acquire this accreditation.